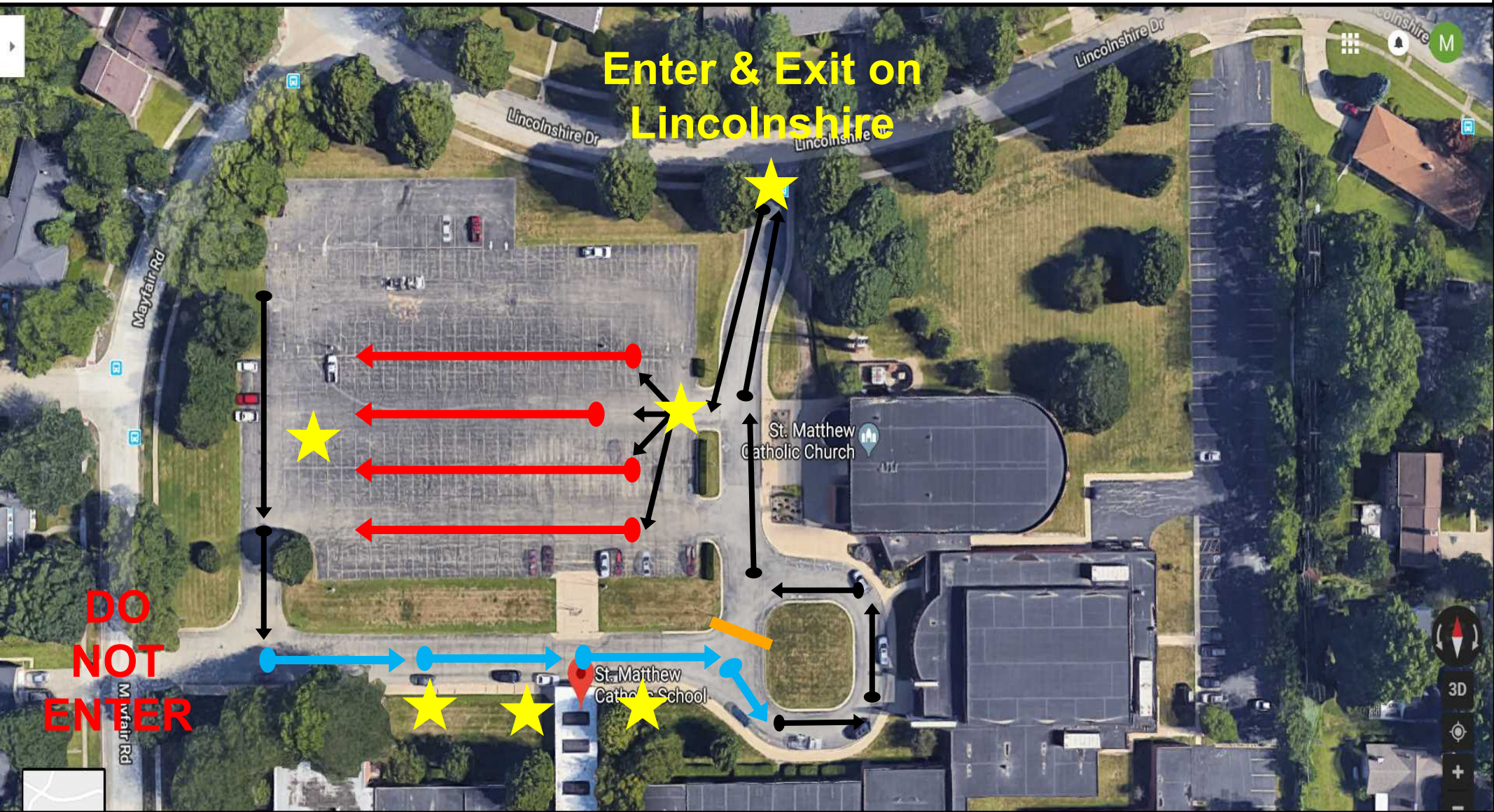


Morning Drop-Off



Staff member assisting with traffic and students



= Wait Lanes



= Drop-Off Lane

Morning Drop-Off Procedure

- Vehicles will enter on Lincolnshire and proceed forward in the parking lot.
- A staff member will direct vehicles to 1 of 4 lanes and then towards the drop-off locations.
- Student Drop-Off:
 - Cars will pull all the way forward in this lane to the RED sign titled “School Drop-Off Begins Here”.
 - All students will exit the car on the right no matter where the car is stopped.
 - Cars will then proceed forward, around the circle drive, to exit on Lincolnshire.
- There will be staff members at drop-off to assist students out of cars. Therefore, we ask that you adhere to the following:
 - Remain in the drop-off line and **DO NOT** pass cars to get to your drop-off location.
 - Students need to be prepared to get out of the car when it stops the first time. ***Here are a couple of tips before pulling into the drop-off lane:***
 - Have younger students in car seats unbuckled.
 - Have student materials in backpacks.
 - ***NO CELL PHONE ZONE*** - Please remember cell phones are prohibited while driving in school zones. Our parking lot and driveway are school zones.
- **Remember ~ Patience is a virtue even in the drop-off line.**

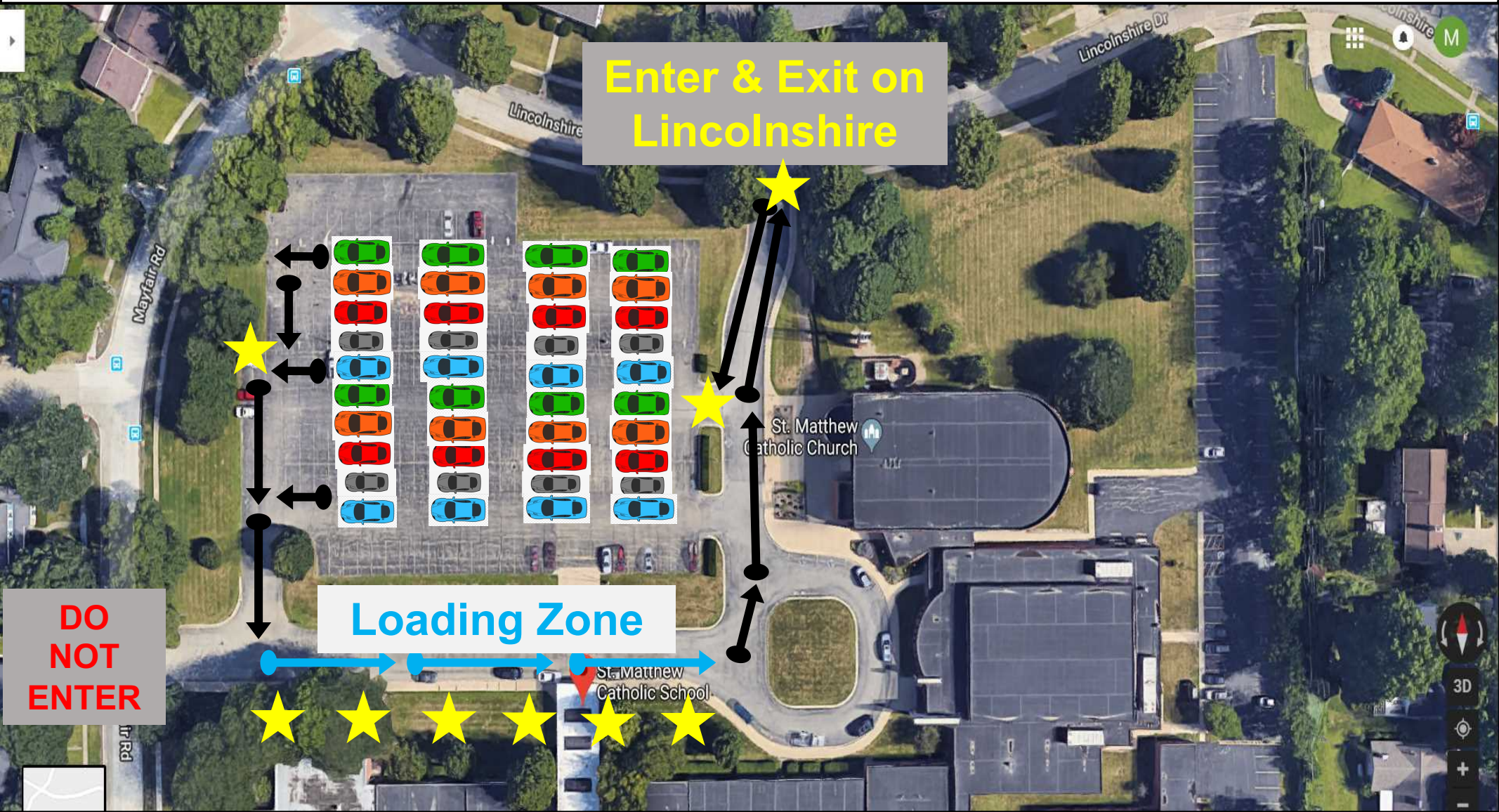


This sign is in the bend of the circle drive.



This sign located at the end of the drop-off lane.

Dismissal



★ Staff member assisting with traffic and students

← = Student loading zone

Dismissal Procedure

- Vehicles will enter on Lincolnshire.
- Cars will be directed by staff to form rows with cars facing west (see pic).
- Each group/row of cars will move forward as one line moves into the “Loading Zone”. All groups/rows need to stay together.
- Name placards should be displayed on the passenger side of the front windshield as they are critical for our pick up process.
- The family name will be communicated to the office.
- Students will be readied for pick up and exit through the main entrance.
- Staff members will be stationed at the Loading Zone to assist students into their vehicle.
- Once each group of cars has been filled, they will be directed toward the exit.
- If you need to buckle a child into a car seat, please pull forward into the circle drive.
- A new group of vehicles will move forward and proceed to the loading zone.
- **This process will be directed by Mrs. Biggs and St. Matthew staff members.**